

SCOPE OF SERVICES

I. Introduction and Background

The Department of Natural Resources, Office of Management and Finance, Fiscal & Budget Division (DNR) is seeking professional accounting services to assist in disaster recovery efforts, preparation of cost allocations, federal reimbursements, auditing expense documents and other cost reimbursement activities.

DNR will provide the Contracting Party all necessary documentation required for the performance of the assigned task. DNR will also designate a Project Manager who will coordinate assigned tasks throughout the full contract period. Any technical information pertaining to each assigned task or fiscal documents which are required by the Contracting Party to successfully accomplish the tasks below will be provided by the Project Manager.

II. Performance of Task Order

The Contracting Party shall perform all work required to accomplish the intent of the task order provided by DNR. The Contracting Party shall be required to commence work on each written task order within ten (10) calendar days of the date of receipt.

III. Scope of Work

The Contracting Party shall provide accounting services for each project to implement the contract and coordinate professional accounting services for the following tasks:

1. Disaster Recovery Efforts – The Contractor shall manage, control and perform the accounting functions related to all prior, current and future disasters meeting all requirements of federal and other governmental agencies; shall close out and maintain all files when projects are completed for audit purposes; and shall act as liaison between the department and the appropriate state/federal agencies.
2. Cost Allocations – The Contractor shall compile and prepare documents for cost allocation plans as required by federal and other governmental entities.

3. Other Cost Reimbursement Activities – The Contractor shall prepare reimbursement request and documentation as it relates to cost reimbursement in accordance with required rules and regulations of federal and other governmental agencies.
4. Audit Invoices – The Contractor shall review invoices to verify compliance with federal and other governmental agencies rules and regulations. All work shall be performed with minimal direct oversight from the DNR Project Manager.

IV. Project Cost

The Contractor shall bill one hourly rate to perform all tasks. All invoices shall list the name of the person providing the services, along with the number of hours worked, and the task(s) associated with the work that was performed.

V. Deliverables

The contracting party shall provide to DNR specific deliverables as required for each assigned task to include:

- Prepare all required reports in accordance with state and federal guidelines
- Set up documents in the statewide accounting system as necessary
- Write any necessary procedures or policy changes as needed
- Maintain all files associated with each project
- Act as liaison between the department and the appropriate state/federal agencies
- Prepare cost allocation plans as required
- Prepare all reimbursement request and documentation in accordance with guidelines
- Audit all invoices in accordance with state and federal regulations
- Other deliverables as required by state or federal guidelines specific to disaster

Monitoring Reports – The Contracting Party shall report progress on each on-going task to DNR by the use of Monitoring Reports which shall accompany and support all invoices. All invoices will be submitted to the Project Manager in accordance with guidelines and specifications.